


BY  LEEDOM

S.B. No. 104

A BILL TO BE ENTITLED

AN ACT

relating to improving mail management in executive agencies.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. This Act may be cited as the Mail Management Improvement Act. It is the intent of the legislature that mail be processed for delivery as expeditiously as its priority dictates and that mail not be unduly delayed solely for the purpose of achieving a lower rate of postage.

SECTION 2. In order to improve state agency management of mail operations and to reduce the state's mail costs, this Act requires that state agencies of the executive branch of state government established by the constitution or statutes of this state:

(1) evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs; and

(2) develop and implement plans and programs for making the necessary improvements in such operations.

SECTION 3. (a) Not later than January 1, 1990, the State Purchasing and General Services Commission shall:

(1) evaluate the mail operations of agencies located in Travis County, Texas to make recommendations to identify and eliminate practices resulting in excessive mailing costs;

S.B. No. ____

1 (2) establish minimum mail management objectives and
2 responsibilities to be carried out by offices and units of these
3 agencies;

4 (b) Not later than April 1, 1990, the State Purchasing and
5 General Services Commission shall develop and submit to the
6 governor and the legislative budget office a mail management plan
7 which provides for

8 (1) improving the measurement of agency mail costs, in
9 conjunction with the United States Postal Service, including the
10 consideration of the use of postage meters or stamps;

11 (2) the determination of the advantages to agencies of using
12 mail pre-sorting programs;

13 (3) the determination of the lowest cost class of mail
14 necessary to effectively accomplish individual agency functions;

15 (4) the evaluation of the cost effectiveness of using
16 alternatives to the United States Postal Service for the delivery
17 of agency mail; and

18 (5) the provision of training to agency personnel regarding
19 cost-effective mailing practices.

20 (c) The State Purchasing and General Services Commission
21 shall

22 (1) establish programs to implement the plan prepared under
23 paragraph (b) of Section 3 including standards for receipt,
24 delivery, collection, and dispatch of mail; and

25 (2) publish and disseminate mail management standards,
26 guides, and instructions, and establish and implement procedures

S.B. No. ____

1 for monitoring compliance with such standards, guides, and
2 instructions;

3 (d) State agencies in Travis County, Texas shall

4 (1) periodically submit to the governor and the legislative
5 budget office progress in achieving the objectives and other
6 revisions of the plan required by paragraph (b) of Section 3
7 including an analysis of savings projected from the improvements in
8 mail management provided for in such revised plan;

9 (2) designate a person to be responsible for the development
10 and implementation of mail management programs for all offices and
11 units of the agency; and

12 (3) Review and consolidate mailing lists used by the agency
13 to distribute publications and other materials issued by the
14 agency.

15 SECTION 4. In order to accomplish the requirements of this
16 Act, state agencies may enter into contracts with other agencies or
17 private businesses to provide for improved mail management. When
18 two or more state agencies are providing common services for mail
19 management, those agencies may designate a single agency to report
20 on behalf of all agencies participating under the contract.

21 SECTION 5. This Act takes effect September 1, 1989.

22 SECTION 6. EMERGENCY. The importance of this legislation
23 and the crowded condition of the calendars in both houses create an
24 emergency and an imperative public necessity that the
25 constitutional rule requiring bills to be read on three several
26 days in each house be suspended.

SENATE FAVORABLY AS SUBSTITUTED COMMITTEE REPORT

Lt. Governor William P. Hobby
President of the Senate

³⁰
MARCH 29, 1989 - 3:29pm
(date)/(time)

Sir:

We, your Committee on STATE AFFAIRS to which was referred
SB 104 by Leedom have on 3/29, 1989, had the same
(measure) (sponsor) (hearing date)

under consideration and I am instructed to report it back with the recommendation (s) that it

- ☒ do pass as substituted, and be printed
☒ the caption remained the same as original measure
☐ the caption changed with adoption of the substitute
☐ do pass as substituted, and be ordered not printed
☐ and is recommended for placement on the Local and Uncontested Bills Calendar.

A fiscal note was requested. ☒ yes ☐ no

A revised fiscal note was requested. ☐ yes ☒ no

An actuarial analysis was requested. ☐ yes ☒ no

Considered by subcommittee. ☒ yes ☐ no

Senate Sponsor of House Measure _____

The measure was reported from Committee by the following vote:

| | YEA | NAY | PNV | ABSENT |
|--------------------------|-------------------------------------|-----|-----|-------------------------------------|
| Montford, Chairman | | | | <input checked="" type="checkbox"/> |
| Henderson, Vice Chairman | <input checked="" type="checkbox"/> | | | |
| Armbrister | <input checked="" type="checkbox"/> | | | |
| Caperton | | | | <input checked="" type="checkbox"/> |
| Edwards | <input checked="" type="checkbox"/> | | | |
| Glasgow | | | | <input checked="" type="checkbox"/> |
| Green | <input checked="" type="checkbox"/> | | | |
| Harris | <input checked="" type="checkbox"/> | | | |
| Leedom | <input checked="" type="checkbox"/> | | | |
| Lyon | | | | <input checked="" type="checkbox"/> |
| McFarland | <input checked="" type="checkbox"/> | | | |
| Parmer | | | | <input checked="" type="checkbox"/> |
| Washington | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| TOTAL VOTES | 7 | 0 | 0 | 6 |

Morris Hickey
COMMITTEE CLERK

Montford
CHAIRMAN

By: Leedom

S.B. No. 104

(In the Senate - Filed January 6, 1989; January 11, 1989, read first time and referred to Committee on State Affairs; March 30, 1989, reported adversely, with favorable Committee Substitute by the following vote: Yeas 7, Nays 0; March 30, 1989, sent to printer.)

COMMITTEE VOTE

| | Yea | Nay | PNV | Absent |
|------------|-----|-----|-----|--------|
| Montford | | | | x |
| Henderson | x | | | |
| Armbrister | x | | | |
| Caperton | | | | x |
| Edwards | x | | | |
| Glasgow | | | | x |
| Green | x | | | |
| Harris | x | | | |
| Leedom | x | | | |
| Lyon | | | | x |
| McFarland | x | | | |
| Parmer | | | | x |
| Washington | | | | x |

COMMITTEE SUBSTITUTE FOR S.B. No. 104

By: Leedom

A BILL TO BE ENTITLED
AN ACT

relating to improving mail management in executive agencies.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 11.02, State Purchasing and General Services Act (Article 601b, Vernon's Texas Civil Statutes), is amended by adding Subsections (d) through (j) to read as follows:

(d) It is the intent of the legislature that mail be processed for delivery as expeditiously as its priority dictates and that mail not be unduly delayed solely for the purpose of achieving a lower rate of postage.

(e) In order to improve state agency management of mail operations and to reduce the state's mail costs, this Act requires that state agencies of the executive branch of state government established by the constitution or statutes of this state:

(1) evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs; and

(2) develop and implement plans and programs for making the necessary improvements in such operations.

(f) Not later than January 1, 1990, the State Purchasing and General Services Commission shall:

(1) evaluate the mail operations of agencies located in Travis County to make recommendations to identify and eliminate practices resulting in excessive mailing costs; and

(2) establish minimum mail-management objectives and responsibilities to be carried out by offices and units of these agencies.

(g) Not later than April 1, 1990, the State Purchasing and General Services Commission shall develop and submit to the governor and the legislative budget office a mail-management plan which provides for:

(1) improving the measurement of agency mail costs, in conjunction with the United States Postal Service, including considering the use of postage meters or stamps;

(2) determining the advantages to agencies of using mail presorting programs;

(3) determining the lowest cost class of mail necessary to effectively accomplish individual agency functions;

(4) evaluating the cost-effectiveness of using alternatives to the United States Postal Service for the delivery of agency mail; and

(5) training agency personnel regarding cost-effective mailing practices.

(h) The State Purchasing and General Services Commission shall:

(1) establish programs to implement the plan prepared under Subsection (g) of this section, including standards for receipt, delivery, collection, and dispatch of mail; and

(2) publish and disseminate mail-management standards, guides, and instructions and establish and implement procedures for monitoring compliance with such standards, guides, and instructions.

(i) State agencies in Travis County shall:

(1) periodically submit to the governor and the legislative budget office reports of their progress in achieving the objectives and other revisions of the plan required by Subsection (g) of this section, including an analysis of savings projected from the improvements in mail management provided for in such revised plan;

(2) designate a person to be responsible for the development and implementation of mail-management programs for all offices and units of the agency; and

(3) review and consolidate mailing lists used by the agency to distribute publications and other materials issued by the agency.

(j) When two or more state agencies are providing common services for mail management, those agencies may designate a single agency to report on behalf of all agencies participating under the contract.

SECTION 2. This Act takes effect September 1, 1989.

SECTION 3. The importance of this legislation and the crowded condition of the calendars in both houses create an emergency and an imperative public necessity that the constitutional rule requiring bills to be read on three several days in each house be suspended, and this rule is hereby suspended.

* * * * *

Austin, Texas
March 30, 1989

Hon. William P. Hobby
President of the Senate

Sir:

We, your Committee on State Affairs to which was referred S.B. No. 104, have had the same under consideration, and I am instructed to report it back to the Senate with the recommendation that it do not pass, but that the Committee Substitute adopted in lieu thereof do pass and be printed.

Montford, Chairman

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

February 3, 1989

FEB 08 REC'D

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Senate Bill No. 104
By: Leedom

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

The fiscal implication of agencies evaluating their mail operations to identify and eliminate practices resulting in excessive mailing costs, and developing and implementing plans and programs for making the necessary improvements in such operations cannot be determined.

The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

| <u>Fiscal Year</u> | <u>Probable Cost Out of the General Revenue Fund</u> | <u>Change in Number of State Employees from FY 1989</u> |
|------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| 1990 | \$136,203 | + 4 |
| 1991 | 85,090 | + 4 |
| 1992 | 85,140 | + 4 |
| 1993 | 85,190 | + 4 |
| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

71FSB104

page 1
KCR

By: Leedom

S.B. No. 104

Substitute the following for S.B. No. 104:

By: Leedom

C.S.S.B. No. 104

A BILL TO BE ENTITLED

AN ACT

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BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 11.02, State Purchasing and General Services Act (Article 601b, Vernon's Texas Civil Statutes), is amended by adding Subsections (d) through (j) to read as follows:

(d) It is the intent of the legislature that mail be processed for delivery as expeditiously as its priority dictates and that mail not be unduly delayed solely for the purpose of achieving a lower rate of postage.

(e) In order to improve state agency management of mail operations and to reduce the state's mail costs, this Act requires that state agencies of the executive branch of state government established by the constitution or statutes of this state:

(1) evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs; and

(2) develop and implement plans and programs for making the necessary improvements in such operations.

(f) Not later than January 1, 1990, the State Purchasing and General Services Commission shall:

(1) evaluate the mail operations of agencies located in Travis County to make recommendations to identify and eliminate practices resulting in excessive mailing costs; and

3-30-89
4-10-89
5-23-89

1 (2) establish minimum mail-management objectives and
2 responsibilities to be carried out by offices and units of these
3 agencies.

4 (g) Not later than April 1, 1990, the State Purchasing and
5 General Services Commission shall develop and submit to the
6 governor and the legislative budget office a mail-management plan
7 which provides for:

8 (1) improving the measurement of agency mail costs, in
9 conjunction with the United States Postal Service, including
10 considering the use of postage meters or stamps;

11 (2) determining the advantages to agencies of using
12 mail presorting programs;

13 (3) determining the lowest cost class of mail
14 necessary to effectively accomplish individual agency functions;

15 (4) evaluating the cost-effectiveness of using
16 alternatives to the United States Postal Service for the delivery
17 of agency mail; and

18 (5) training agency personnel regarding cost-effective
19 mailing practices.

20 (h) The State Purchasing and General Services Commission
21 shall:

22 (1) establish programs to implement the plan prepared
23 under Subsection (g) of this section, including standards for
24 receipt, delivery, collection, and dispatch of mail; and

25 (2) publish and disseminate mail-management standards,

1 guides, and instructions and establish and implement procedures for
2 monitoring compliance with such standards, guides, and
3 instructions. ^{2/3}

4 (i) State agencies in Travis County shall:

5 (1) periodically submit to the governor and the
6 legislative budget office reports of their progress in achieving
7 the objectives and other revisions of the plan required by
8 Subsection (g) of this section, including an analysis of savings
9 projected from the improvements in mail management provided for in
10 such revised plan;

11 (2) designate a person to be responsible for the
12 development and implementation of mail-management programs for all
13 offices and units of the agency; and

14 (3) review and consolidate mailing lists used by the
15 agency to distribute publications and other materials issued by the
16 agency.

17 (j) When two or more state agencies are providing common
18 services for mail management, those agencies may designate a single
19 agency to report on behalf of all agencies participating under the
20 contract.

21 SECTION 2. This Act takes effect September 1, 1989.

22 SECTION 3. The importance of this legislation and the
23 crowded condition of the calendars in both houses create an
24 emergency and an imperative public necessity that the
25 constitutional rule requiring bills to be read on three several

C.S.S.B. No. 104

1 days in each house be suspended, and this rule is hereby suspended.

April 10 1989 Engrossed
Daisy Graw
Enrolling Clerk

I certify that the attached is a true and correct
copy of SB #104, which was
received from the Senate on 4.10.89, and
referred to the Committee on State Affairs
Betty Murray
Chief Clerk of the House

By: Leedom
(Williamson)

S.B. No. 104

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7 conjunction with the United States Postal Service, including
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17 mailing practices.

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20 crowded condition of the calendars in both houses create an
21 emergency and an imperative public necessity that the
22 constitutional rule requiring bills to be read on three several
23 days in each house be suspended, and this rule is hereby suspended.

LEGISLATIVE BUDGET BOARD

Austin, Texas

APR 03 REC'D

FISCAL NOTE

March 31, 1989

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Committee Substitute
for Senate Bill No. 104

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Committee Substitute for Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

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| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

February 3, 1989

FEB 08 REC'D

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

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By: Leedom

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Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

71FSB104

HOUSE COMMITTEE REPORT

89 MAY 15 PM 11:32
HOUSE OF REPRESENTATIVES

1st Printing

By: Leedom
(Williamson)

S.B. No. 104

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22 constitutional rule requiring bills to be read on three several
23 days in each house be suspended, and this rule is hereby suspended.

COMMITTEE REPORT

The Honorable Gib Lewis
Speaker of the House of Representatives

5-8-89
(date)

Sir:

We, your COMMITTEE ON STATE AFFAIRS,

to whom was referred SB 104 have had the same under consideration and beg to report
(measure)

back with the recommendation that it

☒ do pass, without amendment.

☐ do pass, with amendment(s).

☐ do pass and be not printed; a Complete Committee Substitute is recommended in lieu of the original measure.

A fiscal note was requested. ☒ yes ☐ no

An actuarial analysis was requested. ☐ yes ☒ no

An author's fiscal statement was requested. ☐ yes ☒ no

A criminal justice policy impact statement was prepared. ☐ yes ☒ no

A water development policy impact statement was requested. ☐ yes ☒ no

☒ The Committee recommends that this measure be sent to the Committee on Local and Consent Calendars for placement on the ☐ Local, ☒ Consent, or ☐ Resolutions Calendar.

This measure ☐ proposes new law. ☒ amends existing law.

House Sponsor of Senate Measure Williamson

The measure was reported from Committee by the following vote:

| | AYE | NAY | PNV | ABSENT |
|----------------|-------------------------------------|-----|-------------------------------------|-------------------------------------|
| Laney, Ch. | | | <input checked="" type="checkbox"/> | |
| Guerrero, V.C. | | | | <input checked="" type="checkbox"/> |
| Tallas, C.B.O. | <input checked="" type="checkbox"/> | | | |
| Cain | <input checked="" type="checkbox"/> | | | |
| Gibson | | | | <input checked="" type="checkbox"/> |
| Harrison | <input checked="" type="checkbox"/> | | | |
| Hilbert | <input checked="" type="checkbox"/> | | | |
| Hury | <input checked="" type="checkbox"/> | | | |
| Jones | <input checked="" type="checkbox"/> | | | |
| Oakley | <input checked="" type="checkbox"/> | | | |
| Perez | | | | <input checked="" type="checkbox"/> |
| Saunders | <input checked="" type="checkbox"/> | | | |
| Smith, T. | <input checked="" type="checkbox"/> | | | |
| | | | | |
| | | | | |

Total

9 aye

0 nay

1 present, not voting

3 absent

CHAIRMAN

1
COMMITTEE COORDINATOR

BILL ANALYSIS

Background

The Governor's Task Force on Accounting, Auditing and Financial Reporting recently recommended that the State Purchasing and General Services Commission should evaluate the cost/benefits involved with a central U.S. mail handling operation for Capitol Complex agencies.

A 1985 report by the State Comptroller estimated that such a central mail operation would save \$1 million annually. By using ZIP + 4 addresses, each piece of first class mail receives a 4.5¢ discount. But in order to get adequate volume to justify the expense of sorting machines, mail from agencies would need to be pooled. While pre-sorting does take time, it actually allows the mail to get to its destination more quickly.

PURPOSE:

This bill establishes the State Purchasing and General Services Commission as the agency responsible for coordinating and assisting state agencies to take advantage of improved postal procedures.

SECTION BY SECTION ANALYSIS

SECTION 1. Amends the State Purchasing and General Service Act by adding new Subsections (d) through (j). (d) States the policy of the legislature that mail should be expeditiously handled by state agencies.

(e) In order to improve the management of mail operations, state agencies in the executive branch shall:

1. evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs; and
2. develop and implement plans and programs for making the necessary improvements in such operations.

(f) Not later than January 1, 1990, the State Purchasing and General Services Commission shall:

1. evaluate the mail operations of agencies located in Travis County, Texas to make recommendations to identify and eliminate practices resulting in excessive mailing costs; and
2. establish minimum mail management objectives and responsibilities to be carried out by offices and units of these agencies;

(g) Not later than April 1, 1990, the State Purchasing and General Services Commission shall develop and submit to the governor and the legislative budget office a mail management plan which provides for:

1. improving the measurement of agency mail costs, in conjunction with the United States Postal Service, including the consideration of the use of postage meters or stamps;
2. determining the advantages to agencies of using mail pre-sorting programs;
3. determining the lowest cost class of mail necessary to effectively accomplish individual agency functions;
4. evaluating the cost effectiveness of using alternatives to the United States Postal Service for the delivery of agency mail; and

5. providing training to agency personnel regarding cost-effective mailing practices.

(h) The State Purchasing and General Services Commission shall:

1. establish programs to implement the plan prepared under Subsection (g) above including standards for receipt, delivery, collection, and dispatch of mail; and

2. publish and disseminate mail management standards, guides, and instructions, and establish and implement procedures for monitoring compliance with such standards, guides, and instructions;

(i) State agencies in Travis County, Texas shall:

1. periodically submit to the governor and the legislative budget office progress in achieving the objectives and other revisions of the plan required by paragraph (b) of Section 3 including an analysis of savings projected from the improvements in mail management provided for in such revised plan;

2. designate a person to be responsible for the development and implementation of mail management programs for all offices and units of the agency; and

3. review and consolidate mailing lists used by the agency to distribute publications and other materials issued by the agency.

(j) When two or more state agencies are providing common services for mail management, those agencies may designate a single agency to report on behalf of all agencies participating under the contract.

SECTION 2. This Act takes effect September 1, 1989.

SECTION 3. Emergency clause.

Rulemaking Authority

It is the opinion of the committee that this bill would require that State Purchasing adopt rules for the implementation of the act.

Summary of Committee Action

On May 8, 1989, the committee considered SB104 in a public hearing pursuant to notice posted in accordance with the Rules of the House. Sen. John Leedom testified in favor of the measure. At that time the committee voted to report SB 104 to the full House, without amendment and with the recommendation it do pass and that it be placed on the consent calendar, by a record vote of 9 ayes, no nays, 1 PNV and 3 members absent.

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

April 21, 1989

TO: Honorable James E. "Pete" Laney, Chair
Committee on State Affairs
House of Representatives
Austin, Texas

In Re: Senate Bill No. 104,
as engrossed
By: Leedom

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Senate Bill No. 104, as engrossed (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

The fiscal implication of agencies evaluating their mail operations to identify and eliminate practices resulting in excessive mailing costs, and developing and implementing plans and programs for making the necessary improvements in such operations cannot be determined.

The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

| <u>Fiscal Year</u> | <u>Probable Cost Out of the General Revenue Fund</u> | <u>Change in Number of State Employees from FY 1989</u> |
|------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| 1990 | \$136,203 | + 4 |
| 1991 | 85,090 | + 4 |
| 1992 | 85,140 | + 4 |
| 1993 | 85,190 | + 4 |
| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Criminal Justice Policy Impact Statement: No change in the sanctions applicable to adults convicted of felony crimes is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

LEGISLATIVE BUDGET BOARD

Austin, Texas

APR 03 REC'D

FISCAL NOTE

March 31, 1989

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Committee Substitute
for Senate Bill No. 104

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Committee Substitute for Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

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| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

February 3, 1989

FEB 08 REC'D

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Senate Bill No. 104
By: Leedom

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

The fiscal implication of agencies evaluating their mail operations to identify and eliminate practices resulting in excessive mailing costs, and developing and implementing plans and programs for making the necessary improvements in such operations cannot be determined.

The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

| <u>Fiscal Year</u> | <u>Probable Cost Out of the General Revenue Fund</u> | <u>Change in Number of State Employees from FY 1989</u> |
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| 1994 | 85,240 | + 4 |

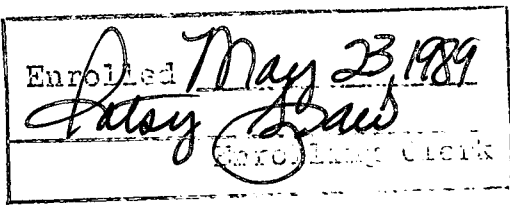
Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

71FSB104

6



S.B. No. 104

AN ACT

relating to improving mail management in executive agencies.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 11.02, State Purchasing and General Services Act (Article 601b, Vernon's Texas Civil Statutes), is amended by adding Subsections (d) through (j) to read as follows:

(d) It is the intent of the legislature that mail be processed for delivery as expeditiously as its priority dictates and that mail not be unduly delayed solely for the purpose of achieving a lower rate of postage.

(e) In order to improve state agency management of mail operations and to reduce the state's mail costs, this Act requires that state agencies of the executive branch of state government established by the constitution or statutes of this state:

(1) evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs; and

(2) develop and implement plans and programs for
making the necessary improvements in such operations.

(f) Not later than January 1, 1990, the State Purchasing and
General Services Commission shall:

(1) evaluate the mail operations of agencies located in Travis County to make recommendations to identify and eliminate practices resulting in excessive mailing costs; and

(2) establish minimum mail-management objectives and responsibilities to be carried out by offices and units of these

1 agencies.

2 (g) Not later than April 1, 1990, the State Purchasing and
3 General Services Commission shall develop and submit to the
4 governor and the legislative budget office a mail-management plan
5 which provides for:

6 (1) improving the measurement of agency mail costs, in
7 conjunction with the United States Postal Service, including
8 considering the use of postage meters or stamps;

9 (2) determining the advantages to agencies of using
10 mail presorting programs;

11 (3) determining the lowest cost class of mail
12 necessary to effectively accomplish individual agency functions;

13 (4) evaluating the cost-effectiveness of using
14 alternatives to the United States Postal Service for the delivery
15 of agency mail; and

16 (5) training agency personnel regarding cost-effective
17 mailing practices.

18 (h) The State Purchasing and General Services Commission
19 shall:

20 (1) establish programs to implement the plan prepared
21 under Subsection (g) of this section, including standards for
22 receipt, delivery, collection, and dispatch of mail; and

23 (2) publish and disseminate mail-management standards,
24 guides, and instructions and establish and implement procedures for
25 monitoring compliance with such standards, guides, and
26 instructions.

1 (i) State agencies in Travis County shall:

2 (1) periodically submit to the governor and the
3 legislative budget office reports of their progress in achieving
4 the objectives and other revisions of the plan required by
5 Subsection (g) of this section, including an analysis of savings
6 projected from the improvements in mail management provided for in
7 such revised plan;

8 (2) designate a person to be responsible for the
9 development and implementation of mail-management programs for all
10 offices and units of the agency; and

11 (3) review and consolidate mailing lists used by the
12 agency to distribute publications and other materials issued by the
13 agency.

14 (j) When two or more state agencies are providing common
15 services for mail management, those agencies may designate a single
16 agency to report on behalf of all agencies participating under the
17 contract.

18 SECTION 2. This Act takes effect September 1, 1989.

19 SECTION 3. The importance of this legislation and the
20 crowded condition of the calendars in both houses create an
21 emergency and an imperative public necessity that the
22 constitutional rule requiring bills to be read on three several
23 days in each house be suspended, and this rule is hereby suspended.

S.B. No. 104

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 104 passed the Senate on April 10, 1989, by a viva-voce vote.

Secretary of the Senate

I hereby certify that S.B. No. 104 passed the House on May 22, 1989, by a non-record vote.

Chief Clerk of the House

Approved:

Date

Governor

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

April 21, 1989

TO: Honorable James E. "Pete" Laney, Chair
Committee on State Affairs
House of Representatives
Austin, Texas

In Re: Senate Bill No. 104,
as engrossed
By: Leedom

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Senate Bill No. 104, as engrossed (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

The fiscal implication of agencies evaluating their mail operations to identify and eliminate practices resulting in excessive mailing costs, and developing and implementing plans and programs for making the necessary improvements in such operations cannot be determined.

The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

| <u>Fiscal Year</u> | <u>Probable Cost Out of the General Revenue Fund</u> | <u>Change in Number of State Employees from FY 1989</u> |
|------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| 1990 | \$136,203 | + 4 |
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| 1992 | 85,140 | + 4 |
| 1993 | 85,190 | + 4 |
| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Criminal Justice Policy Impact Statement: No change in the sanctions applicable to adults convicted of felony crimes is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

LEGISLATIVE BUDGET BOARD

Austin, Texas

APR 03 REC'D

FISCAL NOTE

March 31, 1989

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Committee Substitute
for Senate Bill No. 104

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Committee Substitute for Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

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The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

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| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

LEGISLATIVE BUDGET BOARD

Austin, Texas

FISCAL NOTE

February 3, 1989

FEB 08 REC'D

TO: Honorable John T. Montford, Chairman
Committee on State Affairs
Senate Chamber
Austin, Texas

In Re: Senate Bill No. 104
By: Leedom

FROM: Jim Oliver, Director

In response to your request for a Fiscal Note on Senate Bill No. 104 (relating to improving mail management in executive agencies) this office has determined the following:

The bill would make no appropriation but could provide the legal basis for an appropriation of funds to implement the provisions of the bill.

The bill would require the State Purchasing and General Services Commission to evaluate mail operations of agencies in Travis County, submit to the governor and the legislative budget office a mail management plan, and establish programs to implement the plan.

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The probable cost to the State Purchasing and General Services Commission of implementing the provisions of the bill during each of the first five years following passage is estimated as follows:

| <u>Fiscal Year</u> | <u>Probable Cost Out of the General Revenue Fund</u> | <u>Change in Number of State Employees from FY 1989</u> |
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| 1993 | 85,190 | + 4 |
| 1994 | 85,240 | + 4 |

Similar annual fiscal implications would continue as long as the provisions of the bill are in effect.

No fiscal implication to units of local government is anticipated.

Source: State Purchasing and General Services Commission;
LBB Staff: JO, JWH, AL, PH, PA

71FSB104

11th pie

S.B. No. 104

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 104 (1) passed the Senate on
April 10 (2), 1989, by a viva-voce ~~the following~~ vote.
~~Yeas~~ (3), ~~Nays~~ (4).

Secretary of the Senate

I hereby certify that S.B. No. 104 (1) passed the House on
May 22 (5), 1989, by a non-record ~~the following~~ vote.
~~Yeas~~ (6), ~~Nays~~ (7).

Chief Clerk of the House

Approved:

Date

Governor

S. B. No. 104

By LEEDOM

AN ACT relating to improving mail management in executive agencies.

1-6-89 Filed with the Secretary of the Senate
JAN 11 1989 Read and referred to Committee on STATE AFFAIRS
~~MAR 8 1989~~ Reported favorably _____
MAR 30 1989 Reported adversely, with favorable Committee Substitute; Committee Substitute read first time.

Ordered not printed

Laid before the Senate
APR 10 1989 Senate and Constitutional Rules to permit consideration suspended by: unanimous consent
____ years, ____ nays
APR 10 1989 Read second time, _____, and ordered engrossed by: unanimous consent
a viva voce vote
____ years, ____ nays

Caption ordered amended to conform to the body of the bill.
APR 10 1989 Senate and Constitutional 3 Day Rule suspended by a vote of 30 yeas, 1 nays.
APR 10 1989 Read third time, _____, and passed by a viva voce vote

Betty King
SECRETARY OF THE SENATE

OTHER ACTION:

April 10, 1989 Engrossed
4-10-89 Sent to House

Engrossing Clerk

Ratsy Saw

APR 10 1989 Received from the Senate
APR 12 1989 Read first time and referred to Committee on State Affairs
5-8-89 Reported favorably ~~amended~~, sent to Printer at 5:46 pm
5-15-89 Printed and Distributed 11:32 pm
MAY 16 1989 Sent to Committee on Calendars 3:46 pm
MAY 22 1989 Read Second time (~~amended~~): passed to third reading (~~failed~~)
by (Non-Record Vote) Record Vote of ____ yeas, ____ nays, ____ present not voting.

Constitutional Rule requiring bills to be read on three several days suspended (~~failed to suspend~~) by a four-fifths vote of ____ yeas, ____ nays, ____ present not voting.
MAY 22 1989 Read third time (~~amended~~); finally passed (~~failed~~) by a (Non-Record Vote) Record Vote of ____ yeas, ____ nays, ____ present not voting.

Caption ordered amended to conform to body of bill.
MAY 23 1989 Returned to Senate.
MAY 23 1989 Returned from House without amendment.

Returned from House with ____ amendments.

Concurred in House amendments by a viva voce vote ____ yeas, ____ nays.

Betty Munnay
CHIEF CLERK OF THE HOUSE

_____ Refused to concur in House amendments and requested the appointment of a Conference Committee to adjust the differences.

_____ Senate conferees instructed.

_____ Senate conferees appointed: _____, Chairman; _____,
_____, _____, and _____

_____ House granted Senate request. House conferees appointed: _____, Chairman;
_____, _____, _____.

_____ Conference Committee Report read and filed with the Secretary of the Senate.

_____ Conference Committee Report adopted on the part of the House by: _____

{ a viva voce vote
_____ yeas, _____ nays

_____ Conference Committee Report adopted on the part of the Senate by: _____

{ a viva voce vote
_____ yeas, _____ nays

OTHER ACTION:

_____ Recommitted to Conference Committee

_____ Conferees discharged

_____ Conference Committee Report failed of adoption by: _____

{ a viva voce vote
_____ yeas, _____ nays

89 MAY 15 PM 11:32
HOUSE OF REPRESENTATIVES